**Preparing for your first inspection - processors**

Below is a list of information you need to prepare in time for your first inspection. Your site must be accessible to the inspector, with all relevant production, technical and financial staff available.

This checklist is designed for manufacturers as well as contract packers, brand holders, importers and companies that wholesale loose bulk product. For this reason not all of the headings below will be applicable to your exact operation, but hopefully the comprehensive list will give you a good idea of what the inspector will be looking at when they visit you for your application inspection.

More detailed information about the requirements you must meet can be found in the Soil Association standard:

<https://www.soilassociation.org/our-standards/read-our-organic-standards/food-drink-standards/>

If you are not properly prepared for your inspection we may have to visit again, which you will be charged for. Please use this list to confirm the relevant information is available and keep this sheet until your inspection. We are happy to answer your inspection questions over the phone, or we can visit you to talk through the application requirements.

All information provided at inspection will remain confidential.

**Record keeping systems**

You may not have started to keep records yet, but you must be able to show the record keeping systems you will use when you start operating. To help you meet our record keeping requirements, we offer various record sheets on request. We can also review your proposed systems prior to inspection, via post or email.

See the headings below for proposed record keeping systems you should have in place before inspection:

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| **Proposed organic operating procedures** | **Standards 5.4, 5.7, 5.12, 6.1** |
| * Quality manual | If applicable |
| * Proposed training records, including details of staff induction | If applicable |
| for organic certification requirements |  |
| * Hygiene/cleaning schedules and records | Essential |
| * Records of pest control inspections and treatments | Essential |
| * Copies of proposed suppliers current organic certificates | Essential |
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| **Proposed goods received records** | **Standard 5.7** |
| * Methods of recording goods received and organic verification checks | * Essential |
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| **Proposed production records** | **Standard 5.7** |
| * Records for processing and packing including quantities processed | Essential |
| * Physical stock taking records for intermediate and beginning and end of company financial year | Essential |
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| **Proposed products records** | **Standard 5.7** |
| * Records of product specifications and working recipes | * If available |
| * Records/examples of product labelling and packaging, for all products | * If available |
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| **Records for products you import** | **Standards 6.8** |
| * Proposed records of any import routes and intermediate storage or handling facilities | Essential |
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